



The State Revolving Fund (“SRF”) Loan Programs and the Indiana Brownfields Program (“Brownfields Program”) seek a joint summer intern to provide assistance to update the SRF Needs Surveys, and the Brownfields Return on Investment Project (“ROI Project”). For more information about the Programs see: www.in.gov/ifa

Title of the position:

SRF/Brownfields Special Projects Intern

Hiring Agency:

Indiana Finance Authority (“IFA”)

The IFA administers two environmental programs: the State Revolving Fund Loan Programs and the Indiana Brownfields Program.

The mission of the State Revolving Fund Loan Programs is to provide low-cost financial assistance in order to construct necessary and environmentally sound drinking water and wastewater infrastructure; to facilitate statewide compliance with state and federal drinking water and waste water quality standards; to maintain a fiscally self-sufficient program as a continuing source of funding for improvement and protection of public health and water quality; and to conduct any other activity permitted by the Safe Drinking Water Act or the Clean Water Act.

The Indiana Brownfields Program encourages and assists investment in the redevelopment of brownfield properties by helping communities via educational, financial, technical and legal assistance to identify and mitigate environmental barriers that impede local economic growth.

Reports to:

SRF Technical Review Manager and Brownfields Technical Review Coordinator

Primary Responsibility:

Provide assistance to IFA staff to complete the SRF Needs Surveys and the Brownfields Program ROI Project.

Key Areas of Responsibility:

- Provide technical assistance to update the SRF Needs Surveys – assist systems in the completion of the Needs Surveys by conducting phone interviews, on-site treatment plant need assessments and follow-up communication.
- Assist staff with the analysis and entry of Needs Survey data.
- Assist the SRF Financial Analyst on a variety of projects including analyzing financial documents related to drinking water and waste water utilities.
- Assist SRF Engineers to complete special projects.

- Assist with gathering ROI Project data and entering data into an existing database and/or database development.
- Travel to various brownfield sites statewide.
- Communicate with local government representatives.
- May include data analysis and reporting for the ROI Project, depending on experience.
- Assist with the drafting of the Brownfields Program training manual/ reference guide for its project managers.
- Assist the Brownfields Program's EPA Liaison/ Outreach Coordinator on a variety of research projects.

Consults with:

Directly reports to the SRF Program Administrator and the Brownfields Program Technical Review Coordinator. Consult with staff including engineers, administrators, and field inspectors.

Term of Employment:

May 4, 2009 – August 28, 2009, with possible extension
37.5 hours per week
Hourly wage \$12-15 per hour

Qualifications:

- Knowledge of drinking and wastewater infrastructure.
- Knowledge of Clean Water and Safe Drinking Water Acts.
- Familiarity with terminology related to remediation of contaminated property.
- Ability to communicate with local government representatives, including but not limited to, water system superintendents, operators, engineers and other utility personnel about wastewater infrastructure, and city planners and economic development officials.
- Ability to use Microsoft Word, Excel, and databases (e.g., Access).
- Well organized.

To apply, send interest letter and resume to:

Bill Harkins
Technical Review Manager
State Revolving Fund
100 N. Senate Ave. Rm. 1275
Indianapolis, IN 46204
Email: wharkins@ifa.in.gov

For more information regarding this position contact:

Sue Overstreet
soverstreet@ifa.in.gov
317.234.4293

Applications will be accepted until April 1, 2009.